

NORTHERN REGIONAL COLLEGE

GOVERNING BODY

Minutes of the meeting of the Governing Body held at 5.30 pm on 23 January 2013 at the Farm Lodge Ballymena Campus, Northern Regional College

Present Mr G Gilpin (Chairperson), Mr T Neilands (Principal), Mrs K Collins, Mrs I Allison, Alderman J Brown, Mr S Davidson, Mr I Goldsworthy, Mr R Jay, Dr D Lennox, Alderman PJ McAvooy, Mr S McCartney, Mrs G McConnell, Mr M Murray and Mrs A Rankin.

In Attendance Mrs B Crotty, Mrs C Moore, Dr C O'Mullan and Mr JA Hunter.

UNRESERVED BUSINESS

43.1 Apologies

Apologies have been received from Councillor J Currie and Mr J Clyde.

43.2 Declaration of Interests

There were no declarations of interests.

43.3 Minutes of Last Meeting

The minutes of the last meeting of the Governing Body held on 21 November 2012 were approved subject to the addition 'Mr R Jay' to the list of those present at the meeting

43.4 Matters Arising

43.4.1 Search Committee for Appointment of Co-Opted Governor (minute 42.6.1)

The Governing Body (10 October 2012) agreed that a Search Committee should be established to bring a recommendation to the Governing Body regarding the appointment of a Co-Opted Governor. The Committee met on 14 November 2012 and discussions have taken place with prospective candidates. The Chair stated that the Search Committee was now in a position to make a recommendation to the Governing Body in relation to two candidates. The Chair provided details of both candidates and the order in which they had been ranked by the Committee.

The Governing Body agreed that:

a) The preferred candidate Ms Judith Eve, (a Barrister-in-Law and currently part-time legal Chair of the Appeals Service NI), be nominated as the College's co-opted member and her name be forwarded to DEL for formal approval;

b) Following Departmental approval Ms Eve should also be appointed to serve on the Education Committee.

43.4.2 ApprenticeshipsNI/Training for Success (minute 42.6.2)

The Governing Body (10 October 2012) noted that no decision had been taken regarding recontracting and this had had implications for recruiting at the College. The Governing Body had forwarded a letter to DEL expressing its frustration regarding the continual delays in the

implementation of new contracts. A response has been received from the Department indicating that the timetable for the process remains unclear due to a further legal challenge.(see 43.7 b)) below)

43.4.3 HE Provision (minute 42.6.4)

The Governing Body noted that the Chair had forwarded a letter to DEL challenging and requesting a review of the criteria used by the Department to determine the allocation of full-time HE places across the Sector. A response has been received from DEL indicating that Ms N Kerr, Director of Higher Education, and her colleague, Mr K Mannion, would be pleased to discuss the allocation of MaSN places for HE with appropriate Governors and Officers of the College.

The Principal advised the Governing Body that he, Mr Jay, the Chair and Dr O'Mullan had met with Ms Kerr and Mr Mannion on 22 January 2013. He said that it had been a very positive meeting. He reported that there was an expectation at DEL that the College would be bidding for additional HE places and that additional places would be available for NRC over the next 5 years subject to meeting DEL criteria. In response to a query it was noted that the College would have met its current allocation of HE places for 2012/2013 but due to complexities caused by the loss of places to the University of Ulster, it had fallen 3.5 places short of the target.

43.4.4 Student Successes (minute 42.6.8)

The Governing Body noted that the Principal is giving consideration to the practicalities of having an annual event to recognise student achievements.

43.4.5 Estate Maintenance (minute 42.12 b) (v))

The Director of Planning and Customer Services informed Governors that the roof problems experienced at Ballymoney, Coleraine and Newtownabbey had been resolved. She added that the cost of refurbishing roofs would be substantial and stated that the renovation at Newtownabbey would cost £1 million. She said that this sum would be included in the Outline Business Case

43.4.6 Any Other Matters

There were no other matters arising from the minutes of the last meeting.

43.5 Chair's Communications

a) Significant Meetings and Events. The Chair indicated that he had attended several significant meetings and events since the last meeting. He mentioned in particular the Annual Christmas Dinner at Ballymoney on 29 November 2012, when the students had served an excellent meal. It was noted that in future the Dinner would be organised on the last Thursday of November in order to achieve better attendance. The Chair asked for his congratulations to be forwarded to the students and staff concerned.

b) Survey of FE Governors. The Chair stated that DEL had circulated a questionnaire asking Governors for details relating to their professional background, their knowledge of issues relevant to the further education sector, their roles on the governing body, their time commitment with governing bodies and their attitudes towards governance and remuneration. He stressed that it was important for Governors to complete the Survey and reminded Governors that the deadline for responses was 25 January 2013.

43.6 Principal's Report

The Principal highlighted a number of topics in his Report:

a) Ministerial Visit. The Minister for Education, John O'Dowd, will be visiting the Farm Lodge Campus on 28 February 2013 to see the work which the College does with local schools in the delivery of the Entitlement Framework. The future of this work is in some doubt owing to changes in funding arrangements for schools so the visit will provide an opportunity to discuss the implications of this with the Minister.

b) Conferment of the Freedom of the Borough of Ballymena on Liam Neeson. Media Studies students from NRC have been asked to play an important role at this very prestigious event. The students will be producing a video about Liam Neeson featuring memories of people who knew him during the early part of his life in Ballymena. The video will be shown during the event. The Principal thanked Alderman PJ McAvoy, the Mayor of Ballymena, for involving NRC students in this important occasion, which will receive worldwide publicity.

c) 2012 Graduations. While the HE Graduation Ceremony has a fixed place in the calendar as one of the highlights of the college year, the place and role of the FE Graduations will be reviewed for next year.

d) Link with Kansas State University. Following a personal contact made by the Chair there has been a number of video-conference discussions, including one prior to the meeting of the Governing Body, with representatives from the University, and latterly with representatives from a local Community College, regarding ideas for collaboration. A number of different strands has been identified and it is likely that there will be an exchange of visits to progress these initiatives later in the year.

e) Skillbuild NI. NRC will be hosting the annual Northern Ireland Skillbuild competition at the Newtownabbey Campus on 20/21 March 2013. The Principal advised that NRC students had a record of success in this construction skills competition notwithstanding the findings of the ETI at minute 43.10.

f) Other Significant Events and Meetings. The Director has had a number of significant engagements since the last meeting including: attendance at the NRC/SRC Estates Project Board and Ballymena Voluntary Strategic Investment Board; and meetings with the Principal, Rainey Endowed School and Danny Kinahan MLA.

43.7 Correspondence

The Governing Body noted the following correspondence:

a) Correspondence from DEL, dated 6 December 2012, regarding amendments to the Instrument of Government in order to provide the Department with the necessary authority to remove members of Governing Bodies from office, should this be required. It was noted that if the Governing Body approves the changes, it would be necessary to forward a signed and sealed version of the amended Instrument to the Department.

The Governing Body agreed that the Chair should write to the Department seeking clarification as to the process to be followed and an explanation as to the ineligibility for appointment of Governors, who have served 'six years'.

b) Correspondence from DEL, dated 4 January 2013, regarding the recontracting process for TFS and ApprenticeshipNI. The timetable for the process remains unclear due to a legal challenge (see minute 43.4.2 above).

43.8 Education Committee

The Governing Body received the minutes of the meetings of the Education Committee held on 11 December 2012. Mr Jay, the Chair of the Education Committee, stated that the Governing Body had no action to take in relation to the minutes.

It was noted that a cover sheet had been provided for Governors giving the following details considered by the Committee at its meeting on 11 December 2012:

a) Absenteeism in Schools. The Committee noted that the Principal had met with Mr R Beggs MLA to discuss his statement to the media concerning attendance at educational institutions in Protestant deprived areas.

b) HE MaSN. The Committee agreed that a DEL HE representative, Ms N Kerr, should be invited to the College to discuss the allocation of full-time HE places across the Sector

c) Acumen. The Committee noted that Acumen had secured a contract to deliver DEL Leadership and Management courses at Levels 4, 5 and 7.

d) Past Students' Association. The Committee noted that it was intended to launch a Past Student Association, to be known as 'Link', at the Graduation Ceremony on 13 December 2012.

e) Performance Management. The Committee received a Report on Performance Management, which highlighted the following issues:

i) The College Health Check for the Fourth Quarter 2011/2012. The Director of Curriculum drew attention to Section 2, Performance Against CDP Curriculum Targets, which indicated that NRC had an under-delivery of its FLU targets in 2011/2012 particularly in respect of FE Level 3 provision. It was noted that other Colleges in the Sector had under-performed and the Department was considering how to deal with this difficulty.

(ii) College FLU Performance 2011/2012. The final FLU outcome for 2011/2012 against target was lower than anticipated. A reduced financial allocation for 2011/2012 limited the Level 3 offering available. The Committee noted and approved the NRC FLU target for 2012/2013, which had been drawn up before the availability of actual figures for 2011/2012.

(iii) Performance in Retention, Achievement and Success. The retention rates for FLU funded provision for 2011/2012 have remained the same as for 2010/2011, with the exception of the full-time FE provision, which has increased by 5% to 91%. NRC achievement rates 2011/2012 have increased for all provision, with the exception of part-time FE. Success rates have also increased in all types of provision with the exception of part-time FE. It was noted that the Department is planning to introduce a Quality and Performance Adjustment (QPA), which will instigate a tapered level of recovery from the 2013/2014 academic year, based on 2011/2012 final year data.

f) Balanced Scorecard. The Committee reviewed the 'Student Experience' domain of the College's Balanced Scorecard. The Committee noted details of the College's performance in the following areas:

(i) FLU Management 2012/2013. The College is exceeding its FLU target of 6,697 by 154 FLUs as at 30 November 2012. The Director of Curriculum suggested that historic trends indicate that FLUs would decrease by the year-end; the College would continue to monitor retention in a robust manner.

(ii) Enrolment. Recruitment to HE full-time programmes has reached 262.5; the College MaSN for 2012/2013 is 266. Referring to MaSN recruitment in 2012/2013, the Director of Curriculum stated that there had been a Year 1 HE full-time intake of 150 students and that a high uptake for places in Year 2, along with a planned Year 1 similar to this academic year, would evidence a rationale for an increase in the MaSN allocation. Figures as at

30 November 2012 show a decline in HE part-time enrolments, 1,029 against a predicted 1,300 enrolments.

FE full-time enrolments are largely as planned but the College has a part-time FE enrolment of 8,580 against a predicted enrolment of 9,321 with enrolments from the January intake, the Community provision and Essential Skills courses still to come.

There has been a decrease in Training enrolments since 2010/2011. The College has 696 actual enrolments against a predicted 785 enrolments. The merging and withdrawal of classes have minimized costs of delivery.

The target enrolment for Entitlement Framework was 2,200. There are presently 2,573 enrolments. The Principal indicated that this provision was under threat as Collaborative Funding was being withdrawn.

iii) Community Education. There were 732 enrolments as at 30 November 2012 against a target of 844 for Term 1 2012/2013. The College is confident that targets will be achieved by the year-end as a result of initiatives at Carrickfergus, Larne, Moyle and Newtownabbey.

iv) NRC Employer Engagement Activities. A target of £827k has been set for funded and bespoke business development activities. Funds amounting to £738k have been achieved by 30 November 2012.

g) Whole College Self Evaluation Report (minute 14.9). The Committee received a draft copy of the Whole College Self-Evaluation Report and Quality Improvement Plan 2012/2013 to 2015/2016. It was noted that the final Report would be forwarded to the Governing Body (23 January 2013) for consideration and approval. A scrutiny visit will take place later in the year. The Committee suggested that the document should be adjusted in light of the ETI Main Findings Report of the Whole College Inspection. It was agreed that Members should forward any comments on the Report to the Director of Curriculum by 21 December 2012 and that the Chair of the Committee and the Director of Curriculum should meet in early January 2013 to discuss the revised document for submission to the Governing Body.

h) Northern Regional College Community Strategy (minute 14.10). The Committee considered and approved the College's Community Strategy. It noted that Community Education had delivered 106 FLU funded Community Education courses in 2011/2012 and planned to maintain provision at the same level as in 2012/2013.

43.9 Finance and General Purposes Committee

The Governing Body received the minutes of the meeting of the Finance and General Purposes Committee held on 14 December 2012. Mrs Collins, the Chairperson of the Finance and General Purposes Committee, stated that the Governing Body had no action to take in relation to the minutes.

It was noted that a cover sheet had been provided for Governors giving the following details considered by the Committee at its meeting on 11 December 2012:

a) Health and Safety Presentation. The Committee received a presentation on Health and Safety from Mr Kyle Leckey, Health and Safety Coordinator. Mr Leckey referred to the various ways in which he monitored the efficacy of the College's Health and Safety provision and advised the Committee that there had been a steady reduction in the total reported accidents and incidents from 2009/2010 to 2011/2012. He drew attention to a number of staff developments and referred to several initiatives undertaken by his section.

b) UK Border Agency. The Committee noted that the Agency had made a pre-licence visit to the College on 15 November 2012 to assess the College's Migrant Policy and to assess whether NRC has been compliant with the Tier 4 Sponsorship arrangements and other

immigration related legislation. Following the visit UKBA had reinstated the College licence to sponsor international students.

c) Monthly Management Accounts. The Committee noted the Monthly Management Accounts for the period up to 31 October 2012 indicating that the College has an historic cost surplus of £152k, which is £383k less than budget. The Bank Balance as at 31 October 2012 was £3.2 million and investments at the Ulster and First Trust Banks amounted to £2.5 million.

The Director of Finance and Corporate Development drew attention to the Financial KPIs as at 31 October 2012 and projected to 31 July 2013. The Chairperson observed that the staff costs as a percentage of total income KPI was currently 68% but was projected to rise to 73% at the year-end as income tends to be front-loaded but staffing costs are more regularly profiled throughout the year.

d) Estate Issues. The Committee received an update regarding estate issues and noted:

(i) Larne Adult Education Centre. It was noted that the new partnership had been launched on 7 December 2012.

(ii) Antrim Campus. The Director of Planning and Customer Services, informed the Committee that the Land Disposal Committee would meet on 11 December 2012 and give consideration to the disposal of the Antrim Campus. She stated that Fold Housing had expressed an interest in a part of the Campus but despite letters from the College and the Land and Property Services, it had failed to provide clarification as to its intentions.

(iii) Newtownabbey. It was noted that DEL had approved a Business Case to acquire the services of consultants to assist in the acquisition of planning permission for the site at Newtownabbey

(iv) Disposal of Joint Property at Portrush. The Director of Planning and Customer Services reminded the Committee of the difficulty relating to the joint ownership of the unused premises at Portrush. The Committee agreed that the Principal should write to the Chief Executive NEELB asking the Board to give greater priority to the disposal of the joint property.

(v) Outline Business Case. The Committee noted that a meeting between DEL, SIB and the College had taken place on 4 December 2012 to discuss the Schedule of Accommodation for the new build at Ballymena and Coleraine. The Schedule had been well received but it was now necessary to amend the schedule following receipt of feedback and for ETI to scrutinize it to ascertain if the accommodation is fit for purpose and meets the curriculum needs.

(vi) Project Board. The Committee agreed that Mrs Gillian McClelland should be appointed as the Governing Body representative on the Outline Business Case Project Board.

43.10 Whole College Inspection

The Governing Body received the 'Summary of Main Findings', which was used at the feedback session provided by the Reporting Inspectors on 7 December 2012, as the formal written report had not arrived. Overall the quality of education and training provided by the College, across the areas inspected, was found to be 'satisfactory'; the strengths outweigh areas for improvement in the provision. The Principal stated that the 'inadequate' performance in Work Based Learning had been a major influence in determining the College's overall grade.

The Principal expressed his disappointment with the outcome, which was not up to the minimum standard (good) set by the Governing Body. While not wishing to excuse unacceptable performance levels in some areas, the Principal stated it was important for the College to recognise the 'very good' and 'good' performance in many areas.

The Principal referred the Governing Body to his 'Commentary Notes', which had been attached to the 'Summary of Findings'. He reminded members that the Inspection Team had

assessed performance in Further Education and Work Based Learning separately and then across the whole College. Only 5 areas had been inspected in FE but all WBL areas had been included in the Inspection. The Principal stressed that FE represents some 80% of College activity and WBL only 7%. He advised Governors that it was the Programme Led Apprenticeship programmes, which had come in for particular criticism. The three areas (Plumbing, Bricklaying and Wood Occupations), deemed to be 'inadequate', were all part of the School of Built Environment, which had been dissolved in May 2012. There is now a single School of Built Environment, which includes all of HE, FE and WBL.

The Principal advised the Governing Body that DEL had requested the College to submit Action Plans for all areas, which received a performance level of 'satisfactory' and below by 18 January 2013. It has been agreed with DEL that the Action Plans should remain in draft form until they can be scrutinised and approved by the Governing Body following receipt of the written report. The Principal added that a representative from the Department would be attending a future meeting of the Governing Body to discuss the outcomes of the Inspection. He also advised Governors that the College's response to the findings, particularly those in relation to the training provision, will be a major focus for the Governing Body Strategic Workshop in February 2013.

Governors made a number of comments regarding the Inspection and the related 'Summary of Findings':

a) Concern was expressed about the proportionality of the Inspection; the ETI Team appears to have been heavily influenced by the outcome of WBL grades representing 7% (and BE TfS representing 2%) of College business. The Principal emphasised the need to promote a performance culture in the area of WBL. Both management and staff will be expected to show significant improvement by the time of the follow-up inspection;

b) A view was expressed that the 'Summary' was an enabling tool rather than a sledgehammer. There is much positive feedback for staff in the document but it will be necessary to emphasise the need for improved performance in respect of Construction Skills;

c) There was a need for the College to have a press release prepared to counteract any adverse publicity from the media regarding the outcome of the Inspection. It was necessary to create awareness that the quality of FE at the College was 'good' or 'very good'. The Principal assured the Governing Body that an appropriate release had already been prepared;

d) Staff representatives on the Governing Body expressed their concern about the conduct of the inspection;

e) A Governor, noting that it was possible for the Principal to forward a formal complaint regarding the situation, suggested that the Governing Body should also forward its comments to the Department. The Governing Body considered it premature to make a submission until it had had an opportunity to study the Final Report.

f) The Chair of the Education Committee indicated that the College had been aware of difficulties in WBL for a number of years and these areas had been highlighted prior to the Inspection. The College had been awaiting the renewal of ApprenticeshipsNI/Training for Success contract with a view to addressing problem areas. He stressed the need for increased scrutiny by the Committee;

g) It was noted that the FE College Health Check had provided a positive picture of WBL in terms of Retention, Achievement and Success. The Principal advised that ETI had been informed by the Full Framework Achievements for Training rather than the partial achievements noted in the Health Check.

h) A Governor stressed the need for caution and stated that it was not the role of the Governing Body to become involved in micro management.

The Director of Curriculum said that she had been disappointed with the outcome of the Inspection and that the findings in respect of WBL had overshadowed the FE performance. She stated that there would be increased use of performance management to enhance quality improvement in these areas.

The Principal advised the Governing Body that there was a need to agree a mechanism for scrutinising the final report and approving the Action Plan.

The Governing Body agreed that:

a) A special meeting of the Education Committee should be arranged to scrutinise the Final Report and Action Plans prior to the documents being considered by the Governing Body at its next meeting on 6 March 2013;

b) A date for the special meeting should be agreed at the Strategic Workshop on 12 February 2013, by which time the Final Report should have been received.

43.11 Whole College Self Evaluation Review

The Governing Body received a copy of the Whole College Self-Evaluation Report, which consists of three sections: Achievements and Standards; Quality of Provision; and Leadership and Management. In presenting the Report the Director of Curriculum provided a commentary on progress made in achieving the targets set for quality improvement from last year. The Governing Body noted that all three sections had been evaluated as Grade 3 (Good) and an Overall Grade 3 (Good) had been awarded. It was also noted that a scrutiny visit would take place later in the year.

It was further noted that a Quality Improvement Plan 2012/2013 to 2015/2016 had been developed from the Whole College Self-Evaluation Review. A number of Quality Improvement Objectives have been drawn up including: implement rigorous performance management across all aspects of the work of the College; focus on the quality of provision for learning; and increase the involvement of key stakeholders. Each Quality Improvement Objective has been linked to Key College Strategic Aims 2012/2015.

The Governing Body was assured that the QI Plan reflected the findings and recommendations of the ETI Team.

43.12 Monthly Management Accounts

The Director of Finance and Corporate Development presented the Monthly Management Accounts for the period up to 30 November 2012. It was noted that that the College has an historic cost surplus of £345k, which is £536k less than budget. The Bank Balance as at 30 November 2012 was £2.9 million and investments at the Ulster, Santander and First Trust Banks amounted to £2.5 million.

A Governor drew attention to the Financial KPIs, which have been provided as at 30 November 2012 and projected to 31 July 2013. She expressed concern that the staff cost:income ratio would not be within the targets set by the Department at the year- end.

42.14 Balanced Scorecard 2012/2013

The Governing Body received a copy of the updated scorecard indicating progress in relation to the following domains: Finance; College Operations; Staff; Relationships; and Student Experience. The following areas have been colour-coded red and amber:

Quality (red)	The College has failed to achieve Grade 3 in every Inspection
Budget (amber)	Management Accounts are behind budget but will be on target by year-end

OBC (amber) External factors have led to a delay in producing the Outline Business Case

Staff (amber) The Staff Costs:Income ratio is projected to be above the DEL target

Recruitment (amber) The projected FLU totals are short of target

It was noted that no statistics are available for the Achievement and Success areas but targets should be met by the year-end. During discussion a query was raised as to the method of determining whether or not a target had been achieved. The Principal stated that this matter would be discussed at the forthcoming Strategic Workshop.

43.14 Reclassification of Colleges

The Governing Body received a paper circulated to Colleges by Colleges Northern Ireland (CNI). It was noted that until October 2010, the Office for National Statistics (ONS) considered FE Colleges across the United Kingdom to be autonomous, independent bodies not controlled by Central Government. Accordingly, ONS had classified colleges as belonging to the Non-Profit Institutions Serving Households (NPISH) sector.

In August 2010, ONS wrote to the Treasury advising that they planned to revise that decision and re-classify FE colleges as belonging to the public sector (General Government sector).

In effect, by virtue of the fact that ONS made their re-classification retrospective (in the case of Northern Ireland back to 1997), this re-classification has resulted in the colleges assuming the status of Non-Departmental Public Bodies (NDPBs). This has had a major impact on governance, on financial and accounting issues, on the nature of the relationship between DEL and the colleges and on the legislative basis under which the colleges operate.

The Department of Finance and Personnel (DFP) instructed that the ONS re-classification decision be implemented in Northern Ireland with effect from April 2012. DEL continues to work closely with the colleges in implementing NDPB status on a phased basis.

A delegation from Colleges Northern Ireland met the Minister in December 2012 to update him on the effect that re-classification was having on the colleges as well as to ascertain the Minister's views as to the way ahead.

The Minister acknowledged the concerns expressed by the Colleges and has reiterated his desire for a 'light touch' NDPB model. Officials in DEL, with the responsibility for working with the colleges in implementing NDPB re-classification, have expressed the view that, given the rigours and mechanics an NDPB requires, a 'light touch' model may not be practically possible and achievable.

CNI is of the view that the alternative to the colleges being re-classified as NDPB's is to align colleges to the previous model of classification within the Non-Profit Institutions Serving Households (NPISH) sector. The CNI Board needs to agree a common, united position to strengthen its hand in discussions in the forthcoming consultation with the Minister and his department.

CNI has asked the Governing Body to consider the issues raised above and to reach an agreed consensus to support CNI and the colleges in presenting a united voice to the effect that NDPB status, as it currently exists, is not the appropriate model of classification for FE Colleges in Northern Ireland.

The Governing Body agreed in principle to support the CNI position viz that colleges should be aligned to the previous model of classification within the Non-Profit Institutions Serving Households (NPISH) sector rather than being re-classified as NDPB's.

43.15 Direct Award Contracts

The Director of Finance and Corporate Development advised the Governing Body that, in accordance with paragraph 113 of the Financial Memorandum, all Single Tender Actions must be approved by the Governing Body and the College Accounting Officer.

The Governing Body received a paper proposing that, in order to comply with the Financial Memorandum, the Governing Body should delegate the approval of Direct Award Contracts (DAC) as follows:

- a) Value of £0 and £5,000 to be approved by the Principal on a monthly basis;
- b) Value of £5001 and £50,000 to be approved by Budget Holder, Director of Finance and Corporate Development and Principal on an individual basis, with accompanying evidence of reason for DAC from Budget Holder;
- c) Value over £50,000 to be approved by the Director of Finance and Corporate Development, the Principal and Chair of Audit Committee.

It was noted that details of all DACs approved by the above process would be presented to each Audit Committee.

The Governing Body expressed concern that all contracts up to £5,000 in value would have to be approved retrospectively by the Principal every month. It was also noted that there was a need for guidance on all contracts from £5,001 upwards and the method of reporting to the Audit Committee

The Governing Body agreed that the procedures for approving Direct Award Contracts should be revised and forwarded to the Finance and General Purposes Committee in the first instance.

43.16 Any Other Notified Business

43.16.1 Lease Larne Adult Education Centre

The Governing Body noted that the lease and licence relating to the tenant at the Larne Adult Education Centre had now been agreed and awaited signature.

The Governing Body agreed that the Chair be authorised to sign the lease.

43.17 Next Meeting

The Governing Body noted that the next meeting of the Governing Body is scheduled for 5.30 pm Wednesday 6 March 2013 at the Farm Lodge, Ballymena Campus. It was also noted that a Governing Body Strategic Workshop has been arranged for Tuesday 12 February 2013 from 2.00pm to 6.00pm at The Hilton, Templepatrick. The Workshop would be preceded by a meeting of the Audit Committee from 1.00 pm to 2.00 pm at the same venue.